

SECRET
Security Information

MAR 1964

ITEM No.	DESCRIPTION OF RECORDS	RECOMMENDED METHOD OF FILING	AUTHORIZED DISPOSITION
1.	NSC REPORTS (STUDIES) FILE		
	These records consist of finished reports and studies, amendments, annexes, implementation instructions and progress reports and a record of authorized distribution. Background material attached consists of staff studies, statements of policy, contributions of participating agencies, drafts, correspondence and other related material. These reports pertain to the policies of the Government of the United States relating to the National Security.		
a.	Regularly numbered NSC Series.	By report number; prepare new folders for each revised or new report.	Disposal not authorized. Place in inactive file when superseded. Transfer to CIA Records Center with similarly dated material.
b.	Mill Papers - NSC studies in process of preparation.	By number.	Disposal not authorized. Place in inactive file when final papers or policy is prepared; transfer to CIA Records Center with similarly dated material.
c.	Unnumbered NSC Papers	By title of paper.	Disposal not authorized. Place in inactive file when final papers or policy is prepared; transfer to CIA Records Center with similarly dated material.
2.	CUMULATIVE INDEX		
	Bound volumes listing, by country, then subject, the NSC Reports and studies. Title of Index: Policies of the Government of the U.S.A. relating to the National Security. (Non-recurring)	By date.	Disposal not authorized. Transfer to CIA Records Center with other similarly dated material.

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3.	STATUS OF PROJECTS Formal reports of status of current NSC studies.	By date of report. Establish filing period of 3 years.	Disposal not authorized. Place in inactive file at end of 3 year filing period hold 3 years then transfer to CIA Records Center.
4.	ANNUAL PROGRESS REPORTS These records are bound volumes that are prepared annually and contain text of Council decisions during the calendar year. Title of reports: Policies of the Government of the U.S.A. relating to the National Security.	By date. Establish filing period of 3 years.	Disposal not authorized. Place in inactive file at end of 3 year filing period hold 3 years then transfer to CIA Records Center.
5.	NSCID FILE These records consist of directives issued by the National Security Council for the collection and production of National Intelligence, with correspondence, and related material.	By directive number.	Retain in current files area indefinitely.
6.	NSC DETERMINATIONS These records consist of final reports and supplements, background material and correspondence. They pertain to special studies on trade between various countries and the Soviet Bloc in the light of Section 1302 of the Third Supplemental Appropriation Act of 1951. <u>(Non-recurring)</u>	By report number.	Transfer to CIA Records Center with other similarly dated material.

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7.	COUNCIL MEETINGS FILES		
a.	Agendas, records of actions and cancellations of Council Meetings.	By subject, then date. Establish filing period of 3 years.	Disposal not authorized. Place in inactive file at end of 3 year filing period, hold 3 years then transfer to CIA Records Center.
b.	Drafts of Records of Actions.	By date. Establish filing period of 3 years.	Disposal not authorized. Place in inactive file at end of 3 year filing period, hold 3 years then transfer to CIA Records Center.
8.	PLANNING BOARD MEETINGS FILES		
	Formal announcements and records of actions of the NSC Planning Board with related correspondence.	By subject, then date. Establish filing period of 3 years.	Disposal not authorized. Place in inactive file at end of 3 year filing period, hold 3 years then transfer to CIA Records Center.
9.	SENIOR STAFF MEETINGS FILE		
	Formal announcements and records of actions of the NSC Senior Staff.	By subject, then date. Establish filing period of 3 years.	Disposal not authorized. Place in inactive file at end of 3 year filing period, hold 3 years then transfer to CIA Records Center.
10.	SUBJECT FILES		
	These records consist of correspondence, surveys, organization charts, legal documents and related material. They document the organization; procedures and functions of the National Security Council. There is also included in this file, papers that reflect the internal operation of the office, such as, requisitions for equipment and supplies, applications for employment, telephone toll slips, posters, pamphlets pertaining to charitable fund raising drives and related administrative material.	By subject. Establish filing period of 3 years.	Disposal not authorized. Place in inactive file at end of 3 year filing period, hold 3 years then transfer to CIA Records Center. Files relating to the internal operation of the office should be withdrawn and destroyed prior to the transfer to the CIA Records Center.

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11.	BUDGET FILES		
	These records consist of Budget Estimates, statements prepared for the Senate Appropriations Committee in support of appropriations requested, correspondence and form records pertaining to budget matters.	By date. Establish filing period of 3 years.	Disposal not authorized. Place in inactive file at end of 3 year filing period, hold 3 years then transfer to CIA Records Center.
12.	MAIL CONTROL FILES		
	These records consist of 3 x 5 cards. They are used to control the receipt and distribution of communications and documents.	By subject, source and numerical. Establish filing period of 3 years.	Disposal not authorized. Place in inactive file at end of 3 year filing period, hold 3 years then transfer to CIA Records Center.
13.	COURIER RECEIPT FILES		
	These are form records reflecting the receipt and transmission of NSC documents.	By date. Establish filing period of 3 years.	Disposal not authorized. Place in inactive file at end of 3 year filing period, hold 3 years then transfer to CIA Records Center.
14.	SOURCE FILES		
	These records consist of reference copies of documents forwarded to the NSC for informational purposes and on which no official action has been taken.	By source	Destroy when obsolete or when the information contained therein is of no further interest to the NSC.